

PROJECT DEVELOPMENT, DEPARTMENT OF TRANSPORTATION

RIGHT OF WAY
POLICY & PROCEDURES
PPM 01-95

SECTION 5332 RIGHT OF WAY DESIGN
SUBJECT **PROGRAM AND PLANNING ESTIMATES**
REVISED JAN 95 EFFECTIVE JAN 95

h. PROGRAMMING AND PLANNING ESTIMATES

This section is responsible for compiling and preparing preliminary cost estimates. The estimates are necessary for the preparation of highway program quantities. Minimal title information is required and this may be obtained from County Plat Books such as those prepared by commercial companies and sold for local advertising purposes. Ownership is outlined on the plans or photographs and numbered the same as that shown on regular right of way plans. The approximate right of way limits will be shown and area of taking within each ownership roughly computed; rods of fence moving, new fence, severance damage to land, damage to buildings, estimated cost of each building or group of buildings, water system, etc. All of the above information is shown by parcel and tabulated as such. Information is often provided by the Appraisal Section in order to complete the estimate.

All estimates will have a cost increment additive for covering incidental costs. This is determined by an average per parcel cost from past experience for the particular overall area involved. This cost additive will involve past history of dollar value of administrative settlements, plus dollar value increases and costs of court awards (condemnation) plus dollar value of transfer costs. In the above tabulation of dollar value costs, personnel salaries and costs, and vehicle costs are included.

Urban cost estimates must also be shown by parcel unless alternate alignments are required in a rather dense and narrow corridor for making a quick determination of the proper alignment, then a block by block or any suitable control area can be used.

Tabulation sheets must be neat and thorough, as it may become necessary to "break out" or "split" parcels in the event of a line revision or request for comparison values. Always show physical values, on the plans or photographs, which are in near proximity on the outside limits of the proposed corridor. In many cases these values are helpful in determining damages caused by the proposed alignment and also any later proposed alternate alignment.

01. PROCEDURES

- a. Preliminary plan submitted to Right of Way undercover memorandum from Director, Office of Design.
- b. Cover memorandum sets forth description of work requested and completion deadline.
- c. Right of Way Director transmits plans and memorandum to Right of Way Design Supervisor who, in turn, advises Right of Way Plans and Estimating Coordinator (estimator) of project data, deadline and priority schedule for project.
- d. Plan checked in field and estimate compiled by Right of Way Estimator. Memorandum prepared by estimator under signature of Right of Way Design Supervisor stating amounts and any pertinent remarks concerning damages, etc. Copies to District Engineer, Director Office of Corridor Development, Relocation Assistance Supervisor.
- e. Documentary work and plans filed in estimating section of Right of Way Design Section for future use, particularly in checking estimated amounts with actual costs after final acquisition.